

Rev 4 – 8/29/09 (instructions below)

Just **1, 2, 3.** : **1- Hit Reply to Sender**, **2- Fill it out**, and **3- send it. (Place cursor in Red)**

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### Volunteer Information.

1. Name:\_\_\_
2. Contact info (email, phone(s)):\_\_\_
3. Date:\_\_\_
4. Project: (if known):\_\_\_
5. Location (approximate):\_\_\_
6. Task (brief):\_\_\_
7. Start time:\_\_\_
8. Stop time:\_\_\_
9. Time absent (e.g. lunch -1hour):\_\_\_
10. Total hours worked:\_\_\_
11. Material purchased (describe/cost):\_\_\_
12. Material reimbursement needed? Yes or NO (if NO it will be in-kind donation):\_\_\_
13. Comments:\_\_\_
14. List any helpers that may have helped you and do not have access or inclination to fill out a form  
NOTE: do not include volunteer helper in your total above (line 10)
  1. Name: \_\_\_\_\_ Hours worked: \_\_\_\_\_
  2. Name: \_\_\_\_\_ Hours worked: \_\_\_\_\_
  3. Name: \_\_\_\_\_ Hours worked: \_\_\_\_\_
  4. Name: \_\_\_\_\_ Hours worked: \_\_\_\_\_
  5. Name: \_\_\_\_\_ Hours worked: \_\_\_\_\_
  6. Total additional volunteer hours: \_\_\_\_\_

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Guidelines for reporting volunteer hours. Primary (1) is email response, if from Web site see instructions 2.

#### 1. Email

1. Move this email into a convenient folder (I suggest a folder named volunteer or similar).
2. When you work on a Construction project (or any project for that matter - excluding normal, regular, meetings)
3. Hit the **'Reply to Sender'** on this email
4. Make sure the word **'volunteer'** is in the subject (I collect them in my Volunteer folder)
5. Fill out the information 1-11 as necessary.. If you have helpers with you, fill out an email for them (or item 12), or have them do it..
6. **If your contact info is recent (and you are sure I have it) you need not fill out this info. . .**
7. Hit the **Send button**
8. It might be good to save the sent message
9. I will collect it and enter it into a spread sheet, and probably save your email (at least for a while)
10. The next time you work, just go to 2. and do it again.
11. If email is not available request a hard copy to fill out and turn it in somewhere.
12. Any suggestions etc. add in the Comments line.
13. If a sign in/out sheet is used this form will not be needed.

**2. Form From Web (the form is now on the PanhandlePathway.org website)**

1. The form is located at [panhandlepathway.org/](http://panhandlepathway.org/) on the home page under documents/forms "Volunteer Hrs worked form " or click on the [Volunteer Hrs worked form](#) hot link.
2. Copy the form: Highlight it and copy (Ctl C)
3. Open a new email in your email program or [Click here](#) Fill out the info requested on the email form. Please place the word **Volunteer in the subject line**
4. Paste the " hours worked form" from your clipboard, into your opened email message text area (Cntl V)
5. Fill out the volunteer hours form
6. Assure that the email is addressed to [admin@panhandlepathway.org](mailto:admin@panhandlepathway.org)
7. Hit send.
8. An alternative is to print the form, fill it out, and get it to the Secretary in some old fashion manner e.g. mail to POBox 153 Winamac, IN 46996.